

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Accounting Assistant II
Program:	Administration
FLSA Class:	Non-Exempt
Position Accountable to:	Director- Business and Finance, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Serve as support staff for accounts payable and payroll
Educational Requirements:	Bachelor's Degree in Accounting or Business/Public Administration with an emphasis on Accounting
Experiential Requirements:	Two years experience in accounting field
Additional Training required	Fulfill requirements of Individual Staff Development Plan
Driver's License, Liability Insurance and Acceptable Driving Record:	Required
Provisional Employment Period	90 days

Capabilities/Skills:

Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.

Able to be reliable, responsible, dependable and flexible

Possess excellent organizational, verbal, and written communication skills; computer experience specifically in MS Office; general knowledge of office machines.

If applicable, must have the ability to travel.

Ability to work independently.

Ability to adapt, troubleshoot and present solutions in a fluid work environment.

Must successfully pass a pre-employment drug screening.

Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.

Must be eligible to meet requirements of the STARS career pathway.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s), as needed or requested.

Ability to lift various items such as: reams of paper, mail bags/boxes, office supply boxes and any other items that need to be moved.

Ability to engage effectively with the public and community.

Provide excellent customer service.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Follow all agency policies and procedures.

Keep program director informed on all relevant matters.

Work effectively within a diverse environment.

Program

Entry of new employee information into the computer; audit information for accuracy of coding and rates of pay.

Responsible for data entry, processing and distribution of bi-weekly payroll, including collection and control of timesheet and leave form information and transmittal of direct deposits.

Maintains payroll records, files and report files.

Check payroll reports for accuracy of payroll deductions, coding and leave times.

Process year-end payroll and W-2's.

Responsible for data entry for retirement including internet reporting.

Responsible for keeping numerous accounts balanced for auditing purposes.

Possess advance knowledge of business and accounting practices.
Prepare and present financial reports as required.

Communicate directly with the Board treasurer

Responsible for duties in the absence of the Director- Business and Finance.

Any other duties as assigned by Executive Director and Director- Business and Finance.

Signature

Date